

### **Abstract**

A method for creating multimedia meeting minutes is disclosed. In an embodiment, the method receives notations from a user. As each notation is received, context information is recorded with the notation. The context information is used to select pertinent portions of multimedia information received concurrently with the notations. An association is then created between the notation and each selected portion of the multimedia information. These associations may be used to access the selected portions of the multimedia information from the notations. The notations and their respective associations are deposited for future retrieval. The deposited notations may be revised by receiving an altered copy of the notations from a user. The deposited notations are modified in accordance with the altered copy.